

Memorandum

DATE: July 21, 2008

TO: Mayor and Council

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 2nd Quarter 2008

What follows is the second quarter 2008 update of the City Council work plan for 2007-2008.

City Council Goal 1: Complete the projects approved in the 2006 Parks Bond

Acquire Bond Issue Properties

- *Southwoods:* Closed on property in March 2007; dedication held in September 2007; design of the pedestrian walkway along NE 150th Street is underway; the sidewalk project is in permitting and will be bid in late fall 2008.
- *Hamlin/SPU property:* Closed on property in November 2007.
- *Kruckeberg Garden:* Close on property in January 2008. Since February, the Kruckeberg Botanic Garden Foundation has been operating and maintaining the property. Parking improvements and the beginning of a master planning process will begin in late fall 2008.

Conduct Planning Efforts

- Citywide Field Improvements: Planning has begun on the first priority project, Richmond Highlands. The project is currently at 30% design. City Staff met with user groups in January and February 2008 to discuss priorities at other fields in Shoreline.
- Off-Leash Dog Area Study Group: The Study group has been meeting since July 2007 on a bimonthly basis to review existing off-leash facilities in the region, finalize criteria for selection, and review those criteria against all potential sites in Shoreline. A public meeting with nearly 100 people was held on June 12, 2008. A second public meeting will be held in October 2008, followed by a recommendation to the PRCS Board the same month and City Council discussion in December.
- *Trail Corridor Study Group:* City Staff presented the findings of the Trail Corridor Study Group to the City Council in the second quarter 2008. City Staff will be working with design consultants to prepare designs for soft surface trails within parks and begin a planning process for hard surface trails on surface streets.

Develop Park Plans/Designs

- Twin Ponds Synthetic Turf Field: A bid was issued on January 7, 2008 and award approval given at the February 11th Council meeting to Precision Earthworks. Construction began on April 14th. Minor work will be completed in July, and a dedication is planned for August 2008.
- *Richmond Beach Saltwater Park Phase I:* The project went out to bid in June 2008, and the bids were opened on July 16, 2008. Council is scheduled to authorize the contract award in August. The construction timeframe will depend on the contractor's schedule.
- *Cromwell Park:* The Master Plan approval and consultant contract amendment to continue design for construction drawings was approved by the City Council on February 11, 2008. Schematic design continues, and design development will follow in the fourth quarter 2008.
- *Hamlin Park:* Four public meetings were conducted on December 6, 2007, February 20, 2008, March 24, 2008 and June 17, 2008. The Park Board recommended approval of the proposed master site plan on June 26, 2008. Council will receive the recommendation and discuss the design at their July 21, 2008 meeting.
- *Kruckeberg Garden:* The selection process for a design consultant to assist the City with a Master Plan for the site will begin in the 4th quarter of 2008. A temporary parking plan is being developed for implementation this fall.
- *Trail Corridors:* The selection process for a design consultant to assist the City with On-Street Trail Connectors will begin in the 3rd quarter of 2008.

Construct Prioritized Improvements

- Twin Ponds Synthetic Turf Field: Construction began on April 15, 2008. It is anticipated that a dedication will occur in August 2008.
- Shoreline Center Tennis Court Lights: Construction is complete. The lights are on and operational. New nets, poles and fencing were installed during construction. The courts were also resurfaced in the summer of 2008.
- *Trail Corridors:* In July 2007, a new pedestrian crossing at the south Interurban Trailhead and N. 145th Street was completed by the City of Seattle with \$20,000 of funding from the Parks Bond.

City Council Goal 2: Implement the Economic Development Strategic Plan

Implement Small Business Assistance Plan

Community Capital Development (CCD) continued to work on making new business contacts through door-to-door visits and engaging more actively in networking events at the Chamber of Commerce and other locations. Currently, CCD is in the process of hiring a new Small Business Officer to be the designated Shoreline contractor. This Small Business Officer will replace Mary Young, who left CCD in May, and two interim Business Officers who filled the position subsequently. ECOSS continued to work with businesses to conduct on-site stormwater education and audit businesses to determine eligibility for free low-flow toilets and other water saving devices. They also completed delivery of all available chemical spill response kits, spill plans and watershed maps to Shoreline business in the 2nd quarter.

Work to Redevelop Aurora Square/Westminster

Although exploratory conversations were continued with the State of Washington Department of Transportation (WADOT) and King County Metro, these conversations focused on potential transit oriented development at the 192nd Metro Park and Ride Site, after redevelopment of the WADOT site located in Aurora Square was deemed unfeasible. These conversations with WADOT and King County Metro will continue in the coming quarters. Additional Aurora Square redevelopment strategies and efforts are being placed on hold until a new Economic Development Manager is hired.

Facilitate Planning for N 175th Street/Aurora Avenue N Properties

The South Wedges properties are now being addressed by staff handling the Aurora Corridor Phase II project. Currently, Aurora Corridor staff are working with property owners on Right-of-Way acquisition.

Develop Ridgecrest Neighborhood Plan

The City Council held six meetings to discuss the Ridgecrest Planned Area 2 rezone. This followed six meetings held by the Planning Commission to consider the same proposal, and three meetings held in the neighborhood. Council formally adopted new Planned Area 2 zoning regulations on March 31st, and adopted a modification to the Property Tax Exemption (PTE) ordinance that would make the PTE available to a limited number of units in the Ridgecrest area at the same meeting.

City Council Goal 3: Implement an affordable civic center/city hall project

Adopt Delivery Method, Public Process, and Schedule

The City Council adopted a design/build lease-to-own construction delivery method for the Civic Center/City Hall facility. A programmed design/build schedule was subsequently created that included a Council, public, and employee involvement process.

Select Development Team and Negotiate Agreement

The Civic Center/City Hall project team selected Opus NW/LMN Architects as the development team in June 2007.

Finalize Design and Development Agreement

On March 26, 2008, the City signed the Civic Center Project Development Agreement and forwarded the agreement to OPUS for signature. Opus Northwest has signed the development agreement and has secured construction financing.

Construct City Hall

The layout of floor plans for City Hall has been completed. A basic furniture needs assessment was also recently completed and the furniture acquisition process has begun. Gas lines have been capped and a temporary gas service line has been installed for the Annex Building. Temporary water service has also been installed. Power lines have been rerouted as well as telephone lines. A new side sewer line has been installed for the new parking garage.

OPUS Northwest, L.L.C. was issued a Demolition Permit in May 2008 and a Site Development Permit in June 2008. OPUS has forwarded the Phase II ESA to the Department of Ecology for approval. Abatement of the AKC Auto garage and the "pan handle" of the Annex have begun

with completion expected in July 2008. Mobilization and demolition will immediately follow. Finally, the City Hall Groundbreaking Ceremony is scheduled for July 22, 2008.

City Council Goal 4: Complete the Aurora improvements from 165th to 205th Streets including, but not limited to, sidewalks, drainage and transit

Finalize Preliminary Design and Environmental Review

On July 23, 2007, Council adopted the project's Preferred Alternative and the Implementation Strategies for the Aurora improvements from N 165th to N 205th Street. The National Environmental Policy Act (NEPA) environmental documentation (discipline reports) was submitted to the State and Federal Highway Administration (FHWA) for their review. FHWA approved the NEPA documentation on December 28, 2007. The State Environmental Policy Act (SEPA) process was completed in December 2007. The City's SEPA Official issued a SEPA Mitigated Determination of Non-Significance (MDNS) for the project.

Complete Final Design

Review of the 30% design documents for the N 165th to N 185th Street segment is complete. Council was given a 30% design update by staff on May 5, 2008. The team's design staff is working towards 60% design, due to be submitted for staff review in September 2008. Staff will schedule a 60% briefing for Council in October 2008.

Initiate Right-of-Way Acquisition

Right-of-way acquisition is solidly underway, with appraisals being completed and offers for property, easements and other property interests being made. The first business to be relocated, Unique Motors north of Walgreens, has moved to their new location and staff is working with Car City Used Cars on their relocation. There are a few properties with complicated design issues that have yet to be evaluated by the appraisal team, but progress is being made.

City Council Goal 5: Develop a comprehensive housing strategy

Finalize Alternative Strategies/Complete Draft Plan

During the 1st quarter of 2008, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) completed its work and released its proposed Comprehensive Housing Strategy to the public and the City Council.

Review and Adopt Final Strategies

On March 24, 2008 the Council held a public hearing, and adopted the Strategy.

Next Steps

The adopted strategy will be implemented following the work of the Southeast Neighborhoods and Town Center Subarea Plans. In addition, work by Community Services staff will also result in implementing portions of the adopted Strategy.

City Council Goal 6: Create an "environmentally sustainable community"

Develop an Environmental Sustainability Strategy

The City of Shoreline Environmental Sustainability Strategy is scheduled for adoption on July 14, 2008. Key accomplishments during the second quarter of 2008 include:

- The City Council held a public hearing on the proposed Strategy on April 14, 2008, and had two discussion meetings on May 5 and June 16, 2008, which included Council review of the document, public comment and staff edits made in response. Final edits and a conclusion have been completed by staff and the document is ready for Council adoption on July 14.
- A number of projects recommended or supported in the Strategy are moving forward, including implementation of the Comprehensive Housing Strategy, updates to the City's stormwater regulations and standards, finalization of the urban forests assessments, establishment of a transportation planning team within Public Works, and many others.

Complete Urban Forestry Assessment

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Since the contract was signed in late 2006, SUN has collected data in the field and from existing GIS maps to produce a GIS layer that delineates existing habitat types throughout each of the four parks. Over the summer of 2007, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN analyzed the data and incorporated that data into a report that documents their findings, including management recommendations developed for each of the four areas surveyed. SUN presented their findings in a final Council presentation on May 27, 2008. The reports are being published as well as being prepared for upload to the City's website by the 3rd Quarter 2008.

Develop Options for a Green Street Demonstration Project

The Public Works Department is in the planning stage for a project in 2009. A consultant was hired to develop three concept plans that would fit into neighborhood streets. Staff is currently developing a program scope and neighborhood involvement process to design and construct a demonstration project in 2009. This Green Works project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and provides stormwater treatment prior to discharging it to local streams and other surface water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming.

<u>Adopt Advanced Stormwater Standards for the Aurora Project Between N 165th Street and N 205th Street</u>

The City's design consultant, HDR Engineering, has submitted 30% design for the N 165th to N 185th Street segment of the Aurora Corridor project. 60% design will be submitted to the City Council in October 2008, and will include elements taken from the "toolkit" of low-impact developments. Staff discussed 30% design, LID elements, and the comprehensive stormwater system for the project with the City Council in May of 2008, and will return to Council in October to discuss 60% design, including more information on the stormwater elements.

Update Stormwater Code and Manual

The Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter of 2007. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009.

With help from a Department of Ecology grant, City Staff and a consultant have drafted a revised stormwater code, are recommending the adoption of a new manual, and amendments to the Development Code to meet this NPDES Permit requirements. Staff from Public Works (Surface Water & Environmental Services), PADS, and the City Attorney's office are currently reviewing the draft changes. The changes to the Development Code are scheduled go to the Planning Commission in August 2008, and staff will bring recommendations to the City Council by the end of 2008.

Implement Mayor's Climate Protection Agreement

The primary effort behind this goal element is to inventory the City's global warming emissions between 1990 and 2007. Toward this effort, staff is researching how to accurately measure emission levels. City staff met with staff from the City of Seattle to learn about and assess their method of completing a climate protection inventory. City staff also joined the International Council for Local Environmental Initiatives (ICLEI), the international leader for municipal implementation of climate protection, to obtain climate protection inventory software and training. Shoreline staff has received an initial orientation to the software and attended a national ICLEI conference for data collection and policy recommendations. Staff expects to hire extra help to assist with the collection and input of inventory data in the 4th quarter of 2008.

City Council Goal 7: Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options

Develop Town Center Plan

The City is studying transition area requirements between commercial and single-family zoned property. Integration of housing, environmental sustainability, and economic development strategies, a land use/circulation plan, and form-based code will be key components. Drafts of the subarea plan are projected for early 2009

Continue Construction of Priority Sidewalk Routes

- Fremont Avenue N (165th to 170th) is under construction with completion expected in August 2008.
- N 192nd Street (Interurban Trail to Ashworth) is almost completed with design and construction anticipated in the fall of 2008.
- Ashworth Avenue N (185th to 192nd) will be designed later this year for construction in 2009.

Complete Neighborhood Traffic Action Plans and Continue Implementation

Meet with neighborhoods to identify priority issues:

- The City has held community meetings with Highland Terrace and Hillwood neighborhoods to begin identifying priority neighborhood traffic issues.
- Host initial Neighborhood Traffic Action Plan kick-off meetings for Richmond Highlands neighborhood in 3rd quarter 2008.

Form neighborhood advisory committee, develop plan recommendations:

 Actively working with Meridian Park and Parkwood Neighborhood Advisory Committees to develop neighborhood plan recommendations. • Form Neighborhood Advisory Committees for Hillwood and Highland Terrace neighborhoods in 3rd quarter 2008 to begin development of plan recommendations.

Present plan recommendations to broader community, brief City Council:

• Host open houses for Ballinger, Parkwood, and Meridian Park neighborhoods to present draft recommendations to respective residents.

Expand Local Transit Service and Develop Transit Element of Transportation Plan Update
The City is working to pursue grant funding for completion of the BAT improvements to Aurora
Avenue N from a variety of sources. Additionally, Council adopted Resolution № 272, and staff
and Council have been advocating that Sound Transit include funding for the completion of the
improvements to the Aurora Corridor, as well as extend light rail to the county line as part of the
updated ST2 package. This is consistent with Council adopted Resolution № 272. City staff is
actively participating in discussions with Metro regarding updates of short and long-range plans.
City staff is also participating in Community Transit discussions about BRT service on Aurora
Avenue N.

Staff has initiated the drafting of a process to update the City's Transportation Master Plan, which will include a transit plan for the City. It is anticipated that this update will last through 2009. Staff will brief the Council in late 2008 on the scope and process for developing the Transportation Plan update.

Develop City-Wide Trail Connectors

A subcommittee of the PRCS Board, the citizen-based Trails Corridor Study Group, was formed in the first quarter of 2007. The group has been meeting to identifying the best routes for walking and hiking in major parks, identifying Interurban Trail connectors, identifying other trails and suggested bike routes throughout Shoreline, and connections to other major trails like the Burke Gilman Trail in Lake Forest Park and Seattle. The group is developing their recommendations in the form of a report that will provide the Park Board with a prioritized list of local connectors to be designed and constructed as part of the bond funding.

The Study Group has divided their work into two parts: In-Park Trail Connectors and On-Street Trail Connectors. The On-Street Connectors study work has occurred in 2008 as part of a multi-departmental effort to develop a strategy for creating a more pedestrian friendly city. After the PRCS Board reviews the report, a prioritized list of projects will be developed for design and construction. The design of the In-Park and On-Street local connectors will begin in late 2008 with construction in 2009.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

DSHS completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

Complete Draft Plan

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. Based on this, DSHS identified four options for the Legislature to consider:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property
- Option 3 emphasizes benefits to the community, i.e. open space
- Recommended Hybrid Option a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services.

During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

Review and Adopt Final Plan

Phase II will be the development of the master plan permit. DSHS estimates that Phase II will occur between April 2008 and April 2009. Staff has met and been in correspondence with the consultants working for DSHS. Staff and the consultants have discussed the expected level of analysis for SEPA review. The Legislature is requiring committee reports from DSHS by December 1, 2010.

City Council Goal 9: Increase emergency preparedness training and education

Develop Public Outreach Campaign

In 2008, the emphasis of the Public Outreach Campaign is on the *Ready Neighborhood* program, which is designed to organize neighborhoods to identify their collective strengths and assets and how they can be shared during a disaster. The Washington State Ready Neighborhood Trainer, LuAn Johnson, presented at the annual blockwatch captains meeting on how to use this tool, which supplemented the same training she gave in 2007 to CERT graduates. In addition, staff members from the Community Services Division have taken the training and hope to assist in organizing neighborhoods around this effort. Staff has begun working to have this cadre of people begin organizing their own neighborhoods for the program.

To date approximately five neighborhoods have completed "Mapping their Neighborhoods" exercises and are now classified as Ready Neighborhoods, and approximately 20 more have the materials and hope to complete their mapping soon. Staff continues to recruit and train registered disaster workers and have had several trainings with them. The most recent were on May 22nd and June 12th 2008. The City and the Shoreline Fire Department also hosted a *Get Ready Shoreline* event to promote individual and family preparedness on May 3, 2008 at Central Market.

Provide Emergency Power for Spartan Recreation Center Shelter

This project is now complete, with the generator in place and testing accomplished. In addition to this facility, installation of an electrical switch in Shoreline-Lake Forest Park Senior Center so a generator can be installed there to power up their kitchen is set for August 2008. Staff is also looking into Shoreline becoming one of three cities that will store and maintain a large portable generator that King County is obtaining through grant funding.

Conduct a Table Top and a Field Earthquake Preparedness Exercise

To practice and exercise information learned in federally mandated emergency management trainings and stated in the Comprehensive Emergency Management Plan (CEMP), staff participated in a the regional "Sound Shake 2008" exercise that occurred on March 5, 2008, which simulated emergency response to an earthquake event in the Puget Sound region. The Emergency Management Coordinator is also planning to hold a table top training exercise in the fall of 2008.

Provide Federally Mandated Emergency Management Training

To date the City has trained all applicable staff in required National Incident Management System training: NIMS 700 and 800, and ICS 100, 200, and 300. Many City, Fire and Police staff also attended one of three classes in EOC/ICS Interface to better understand how the functions of operational tactics in the field differ from the mission of the EOC of coordination and policy.

Implement Hazard Mitigation Plan Priority Projects

The 28 Hazard Mitigation Plan (HMP) strategies have been incorporated into the applicable City Department's work plans. To date, 93% of the strategies have been completed and/or moved into an on-going basis. The HMP progress on the mitigation strategies was updated for the Emergency Management Council on April 4, 2008. The plan will expire in 2009 after being in place for five years, and will be updated to ensure Shoreline remains eligible for reimbursement of FEMA funding after incurring damages in a federally declared disaster. The process for this update will begin in the fall of 2008 and will need to be completed before the current one expires in September 2009.

City Council Goal 10: Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

Increase Block Watches

The Shoreline Police Department, the City's neighborhood program, and the City's emergency preparedness program continued to be in contact in the second quarter of 2008. Approximately 68 Block Watch brochures were sent to citizens interested in participating in this program, and one new Block Watch was formed. The annual 10-week Citizen's Police Academy was also held March 20 – May 22 with 10 City of Shoreline residents attending. In the academy, citizens gain a deeper understanding of crime prevention, policing and available police resources.

In addition to the Block Watch program, Shoreline Police provide a variety of other crime prevention and safety programs. In the second quarter of 2008, Police volunteers made 111 vacation house checks, 35 park checks, and sent 20 letters to crime victims. Police volunteers also made 100 phone calls in the Victim Call Back program. Articles in *Currents* included an introduction of Chief Pingrey, information that home burglaries were on the rise, and free Crime Prevention through Environmental Design (CPTED) surveys available. Police also presented

crime prevention information to the public at two community festivals and to one senior group. Police volunteers conducted seven CPTED surveys as a result of the article in May Currents.

Increase Participation in Adopt-a-Road program

In the first quarter of 2008, two additional groups signed up to perform litter pick up through the Adopt-a-Road program.

Increase Publicity for Neighborhood Mini-Grants, Including Improvements and Safety
The May issue of *Currents* included a full page article with photos about Neighborhood and
Environmental Mini-Grants. One Neighborhood Mini-Grant for a joint project with the PTA and
Shoreline School District for playground equipment at Ridgecrest Elementary School was
approved by Council on May 27.

Provide Increased Focus on Youth Participation

Shoreline Police conducted outreach to youth with five presentations or special events at elementary schools, one presentation with middle school youth, one high school job shadow, and one presentation to a community college ESL class.